

Instructions for using the Production Checklist

This checklist has several parts. The first section must be filled in by the formatter who works on this file; the second part “Outstanding issues” on page 6 is to be completed by anyone who finds a problem with this manual that needs to be corrected, (e.g., graphic needs updating, manual part number is not a variable, questions to writer/editor/NT, etc.) Part 3, “History list” on page 7 is to be filled out by everyone who touches either the hard or softcopy, (e.g., writer will incorporate review comments on both the hard and soft copies, the copyeditor and proofreader will only work on the hardcopy, the formatter will work on both the hard and soft copies). NT will generally review only the hardcopy.

It is important that everyone take the time to fill out this sheet, it will help us keep track of what was done to each manual and why.

Formatter instructions

Starting on page 2, the formatter must complete each of the steps as indicated. This checklist applies when upgrading to Frame 4.0 only.

- 1 You must fill in the softcopy of the checklist. This checklist will travel with the softcopy of the manual and becomes “part” of the manual. If you prefer to fill in a hardcopy while you are working and then covert you marks to the softcopy, that is your choice, however you feel most comfortable working is OK as long as the softcopy gets filled in.
- 2 Fill in the part number, your initials, the date, and the template version. The template version is part of the template name, e.g., *template.v3.0* is version 3.0.
- 3 If not already done for you, put each .bdy name in the cell heading. The cell heading are rotated but you do not need to unrotate in order to fill in the cells.
- 4 The gray shaded area indicates that the step(s) apply globally. You don’t need to follow that step for each individual file. The box to the left of the instruction is where you check off that you completed the step.
- 5 If a step did not apply to a file, e.g., there are no figures in a file, use NA (either upper or lower case).
- 6 List any outstanding issues in the “Outstanding issues” on page 6.
- 7 Fill in “History list” on page 7.
- 8 If you have questions call Judy or Rhonda.
- 9 You are not to make changes to the paragraph tags, except to start top of page, keep with next, etc. You are not to change the properties of the indents, fonts, font sizes. Do not add any new styles unless you check with Judy first. If a new tag is added, list it on the outstanding issues list and explain why a new style was needed.

Outstanding issues

Anyone who finds something that needs to be fixed, answered, modified, etc. must fill in the “Outstanding issues” on page 6. The writer must read the issues and resolve anything that is related to the technical content of the file. Production will take care of graphics not printing, ToC that needs page breaks, etc. NT is responsible for resolving problems that the writer/editor/production cannot resolve.

History list

This section must be filled out by all writers and formatters who make corrections to the softcopy and by copyeditors, proofreaders, indexers and NT project leaders that make changes to the hardcopy. If you only have a hardcopy of the checklist, print legibly and production will fill in softcopy.

Part Number, Formatter, Production Date, Template Version: NT7R39AA, jas, 6/4/94, 3.6

List any outstanding occurrences on page 6. If you had to do something extra, (e.g., mistagged paragraphs, problems with tables, graphics, etc.) list them and what you did to fix the problem. If the problem is unresolved, (e.g., missing variables), just list the problem with the other columns blank. This is important to do so we can keep track of what problems each manual is having, and what needs to be done for each manual before it goes to print. If you notice something that doesn't look right, add it to the list for the writer/editor to clarify.

If not already done, replace the table heading cells with the.bdy filenames of the manual you are working on.

Function		intro	getstart	user	dbase	report										
x	Copy (do not open first) the Info.cat file into the folder, DO NOT CHANGE THE NAME.															
x	Remove the existing .bck file from the folder.															
x	Copy (do not open first) the template.bck.v3.x to the folder and rename to xxxx-xxx.bck.															
x	Remove the .bk from the book file name (e.g., 3001-305 instead of 3001-305.bk)															
x	Rename the current .ttl file to old.ttl.															
x	Copy (do not open first) the template.ttl.v3.0 file to the folder and rename it to xxxx-xxx.ttl															
x	Copy (do not open first) the template.revision.v3.0 file to the folder and rename it to xxxx-xxx.rvs.															
x	Copy (do not open first) the template.IX.v3.0 file to the folder and rename it to xxxx-xxx.IX.															
x	Copy the file template.v3.x to the folder. DO NOT CHANGE THE NAME. Open the template.v3.x file.															
x	Open the book file.															
x	Add the .rvs file after the .ttl file. Add a generated Index file before the .bck file. Make sure you add the .IX as the suffix.															
x	Open the Info.cat and old.ttl files.															
x	In the Info.cat file make sure that Text Symbols is showing. It is important that you turn on the Text Symbols because you must not delete the cross-reference markers in the paragraphs, if the cross-reference markers are deleted, you will get unresolved cross-reference errors. Make the appropriate changes to the Info.cat file. The Info.cat file has instructions for each line item to be filled in. All the information can be found in the old.ttl file. Do not cut and paste, retype all the information.															

Function		intro	getstart	user	dbase	report											
x	Update the internal cross-references for the Info.cat file. The footers should appear as they will in the chapters. Make sure that the footers aren't so long that something gets "cut-off." If a footer is too long, list it under the outstanding issues on the Production checklist and NT will have to reword the footer.																
x	Close the Info.cat file. Leave the old.ttl file open.																
x	Open the .rvs file.																
x	Copy the revision history from the old.ttl file and paste it in new .ttl.																
x	Close the old.ttl and .rvs files and delete the old.ttl file from the folder.																
x	Open all the files in the book file (hold down the shift key and click on the File menu). Save all open files and close all files except the .ttl file.																
x	From the book file, use Imports:Formats from the file .ttl to update the .TOC, .LOF, .LOT, and .REF files. Click all options. After updating close the .ttl file.																
x	Open to .TOC, .LOF and .LOT files, apply the "First" master page to the first page. Go to the master pages and delete TOCFirstPage, BackCover, RevisionPage. There should only be 4 master pages after deletion.																
x	From the book file Import:Formats from the template.v3.x file for all .bdy files, import all options, do not over ride page breaks and other formatting.																
x	Close the template.v3.x file. Remove from the folder.																
x	Open the .IX file in the book file.																
x	Open the first .bdy file.																
x	Go to the master pages of first .bdy file. In the header on each master page is the phase "Page # of x" where x is the number of pages in the current chapter. Highlight x. Click on Cross Reference under the Special menu, under Source Document click on the .IX file, under Source Type click on the paragraph z.PageCount, under Format click on Text, under Reference Source an number will appear, click on it then click Replace. Follow this procedure for each .bdy file.																
x	Make sure that the .TOC page numbering is set at continued.																
x	Make sure that the .bck starting page side is set at "Right". There will be a blank page before the back cover now.																

Function	intro	getstart	user	dbase	report											
The variables of manuals that have been obsoleted have been changed to say "OBSOLETE MANUAL REMORE REFERENCE (xxx-xxxx-xxx). Check each file to make sure that this statement does not appear, if it does delete the variable, or flag for NT to resolve. P0 variables have been changed to use an acronym, the P0 variables have been replaced with the statement "Change to variable xxx" change as appropriate, for P0 that are not variables check the title of P0 number and look it up in the variables list in alphabetical order.	x	x	x	x	x											
Make editorial changes to each file.	x	x	x	x	x											
Make sure Smart Quotes and Smart Spaces are turned on. Click OK.	x	x	x	x	x											
Search for 553- and replace the manual title and the part number with the correct variable. If a variable hasn't been created and it's not on the delete list, flag the page and let Judy know. If a manual is on the delete list, delete the reference. If the deletion causes a break in the paragraph, flag it for the editor and add it to the outstanding issues list.	x	x	x	x	x											
Search for straight single quotes and replace with curly single quotes.	x	x	x	x	x											
Make sure the tables and figures are the correct size, either 25.5 or 32.5 picas wide.	x	x	x	x	x											
Notes in tables must have a line above the first note and no lines between notes. If a table is only one page, add a footing row (Add Rows or Columns in the Table menu) and copy the note(s) to the footing. This automatically puts a rule above the note. If multiple notes, put all notes in the same cell.	x	x	x	x	x											
Delete table rules Dotted, Fat, Hairline, Single, Two Single from the Custom Ruling and Shading dialog box. These are leftovers from Word. Open the Custom Ruling and Shading dialog box, select Dotted, select Edit Ruling Style, click Delete. Repeat for each ruling type. If Single is still used in the file, Frame will ask if you want to delete it. Say "yes," then look at all tables and make sure each has the correct lines. If you turn "Borders" off under the View menu, you will be able to see the table lines (or lack thereof) better. If you need to Customize a table cell use only the "Thin" table rule.	x	x	x	x	x											
Look at the hard copy of the manual and make sure that the table rules are correct. All rules should be 1 point. Correct by using the Custom Ruling and Shading. Highlight all options and use "From Table" under Apply Ruling Style. If you need to Customize a table cell use the "Thin" table rule only.	x	x	x	x	x											
Graphics should be imported. If not, either import them (if you have the files) or flag the pages and add it to the outstanding issues so the graphics can be imported at a later date.	x	x	x	x	x											
Make sure the anchored frames around figures are only as tall as the art. FrameMaker automatically adds about .5 pica white space around the art when you first import the file. Resize only the anchored frame to just touch the top and bottom of the imported art.	x	x	x	x	x											

Function		intro	getstart	user	dbase	report										
Make sure the BodyLessSpace is before all DashList and 1.ListStart.		x	x	x	x	x										
Search for Table, Figure and Procedure. Cross-reference any occurrences you find. Frame will not find occurrences if they are already cross-referenced. If you are cross-referencing to another file, that file must be open.		x	x	x	x	x										
Make sure paragraphs do not split across pages. If a paragraph is longer than 10 lines, add it to the outstanding issues list.		x	x	x	x	x										
Check page breaks. Try to keep sections together on one page if possible. NT would rather have white space as opposed to squeezing text on a page.		x	x	x	x	x										
Resolve any outstanding issues. If there are outstanding issues, bring them to Judy or Rhonda's attention.		x	x	x	x	x										
Spell check the manual. Use the <i>NT.dic</i> file for the custom dictionary. Open Spelling Checker, click Dictionaries, set these options: Document Dictionary = Clear Site Dictionary = Set To None Personal Dictionary = Change Dictionary Click Do, Frame will ask what file you want to use for the new dictionary, use the <i>NT.dic</i> dictionary. <i>NT.dic</i> does not have to be in the same folder as the manual. Do this routine for each file that you spell check.		x	x	x	x	x										
Save the file.		x	x	x	x	x										
x	Generate/Update the book file.															
x	Open the .REF file and check for any unresolved cross-references. Fix any unresolved cross-references and regenerate the book file. When the .REF file is empty there are no unresolved cross-references.															
x	Spot check the List of Figures and List of Tables to make sure each figure/table is numbered correctly. On occasion, a figure/table will restart at 1 instead of continuing the numbering sequence. Check to make sure the book file is setup correctly, if it is, then open the file with the numbering problem, select a paragraph (any paragraph) and tag it FigureTitle or TableTitle and then change it back to what it was, this usually will fix the problem. I don't know (neither does Frame Tech Support) what the problem is and it only happens occasionally. Just keep an eye out for the problem.															
x	Print the manual. If the manual is going to NT for review DO NOT print the registration/crop marks. If the manual is going to copy edit, indexing, or to a writer it's OK to leave the crop marks.															
x	Proof your changes, reprint as needed.															

Outstanding issues

Problem/Date Found/Who Found	Solution/Date Resolved	Formatter/Writer who incorporated solution and date	Comments

History list

Person who worked on this manual First time you work on this manual use your initials, then spell out your name, e.g., jas (judy severance)	Hard or Soft Copy was worked on. If both, say "Both"	Date e.g., 9/13/93	What was done List in detail what you did to this manual and if you worked on hard or soft copy or both, e.g., Review comments incorporated, Copyedits were incorporated or Copyediting completed
rl (Roy Lageman)	both	5/94	Technical changes to Word files, converted from Word to Frame.
jas (Judy Severance)	both	6/4/94	Reformatted Frame files into chapters, used 3.6 templates
RAJ	both	12/5/94	Change NT7R39AA to NT7R39BA in info.cat, update, reprint, get new files and HC to Patsons, SC to Regina Moore